

DUBUQUE COUNTY LIBRARY

COURT HOUSE
DUBUQUE, IOWA

October 7th, 1952.

Miss Elizabeth Hage, Librarian,
Scott County Library,
Eldridge, Iowa.

Dear Miss Hage:

Since our board meeting yesterday we have a few questions.

What are your salary schedules especially for your driver and clerk for next year? I told the board that you found a county man and some were very interested. Could you tell me a little more. If you have a copy of your complete budget for 1953 could we have one.

The question about how we knew how much money was available at a set time also came up. Does your county treasurer send you the amount each month or how? Then too do the state checkers see your books or do they just check what is on file in the auditor and treasurer's office at the Court House.

At your earliest convenience we would appreciate the Attorney General's interruption of who is responsible to figure out and send to the towns and also remind them of their share of the county library budget.

Friday we had a note in the mail for book service from one of the schools over the border in Jackson county some perhaps almost half of the pupils live in Dubuque County. Have you made any survey as how you would do this. We thought that we should charge so much per book for the students in the other county, perhaps the amount it costs to circulate the book. It would seem to me that it might be a good idea if we could do something fairly uniform in this matter. However it might be that the school wants the service without charge otherwise not.

Thank you for any help you might give us.

I did enjoy the meeting so much I hope that you are rested by now. Best wishes .

Catherine
Catherine.

October 21, 1952

Miss Catherine Sietz, Librarian
Dubuque County Library
Court House
Dubuque, Iowa

Dear Catherine,

It seems that I'm never writing you without apologizing for the delay in answering your letters. This time, I've been doubling as bookmobile driver so I've not had time to do my own work until this week.

In your letter of October 7, you ask about our salary schedules for our driver and our clerical worker. Our driver does the clerical work on the bookmobile as well as drive it and have complete responsibility for keeping it in good running condition and thoroughly clean, inside and out. We pay him a beginning salary of \$25 a month, with annual increments of \$10.00 a month over a three year period. In other words at the end the third year he has worked for us he will be getting \$2 That is all he can ever get on this job as our salary schedule is now set up. He gets increases 2 years - if his work is satisfactory, of course. With the clerical worker, our schedule provides for a beginning salary of \$2070 annually with a \$6 a year increase for each of two years; making the top salary for that position \$2190. However, when I've had to take high school graduates with no experience, starting them from a three month "in service training" period at \$150.00 a month. they prove satisfactory, they will get the beginning schedule rate.

If you will write to Miss Hazel Timmerman, Executive Assistant, A.L.A./ Board on Personnel Administration, American Library Association, 50 E. Huron St., Chicago 11, Illinois and ask for information on setting up salary schedules she will send you helpful material which, of course, will have to be adapted to your requirements but you will then have the national standards by which to guide yourselves. That's what we did for the Scott County Library.

The county auditor's office sends us, quarterly, a report on how much money has been spent up to the end of that quarter, on each of our budgeted items according to their books. I keep my own books, too, of course. Periodically, I inquire at the treasurer's office to see how much our balance at the moment is. They don't send me this information. So long as you don't spend more money, though, than they've given you for the year, they'll have to honor your bills from the general fund, if there isn't enough in your account to cover - because when more collections come in, you pay it back to the general fund. You don't know about any of that business yourself, of course; that's bookkeeping taken care of in the auditor's and the treasurer's offices. So far I have seen no state auditors. They audit our accounts in the auditor's office (the state auditors do). I go to the auditor's office periodically, too, and ask to check their check book against my own book, because that tax business makes the checks different sometimes from the amounts of the bills that I turn in.

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I was interested in your statement about the schools in Jackson county which might be interested in having library service under contract from Dubuque county. We have one school which is so near the border between Scott and Muscatine counties that many of the pupils live in Muscatine county. With that one, we serve the school (all the pupils) without any questions asked. However, none of those pupils may use the bookmobile during the summer months without paying a registration fee which this library board set up at \$3.00 a year - that being approximately the per capita rate at which the people of Scott County were paying during the first year of operation. It's not that much now, but I don't feel that the registration fee for out of county borrowers should be reduced. However, the school contract fee is something different again. I would say that a charge should be made as you suggest - so much per book. Figure how many pupils in the school, how many books you allow each child each trip and go on from there. To my knowledge, there are no figures yet on how much it costs to circulate a book via bookmobile. You might try ALA for that, too; they may have something. I believe the person to write to for that would be Miss Janice Key, executive secretary of Public Library Division. You are probably correct in thinking that the school wants the service for free or not at all; but I certainly wouldn't give it to them for free. In my thinking that would not be fair to the people of your own county. You might consider charging a school at the same rate per capita that it's costing the people of Dubuque County - that is take $\frac{3}{4}$ of the annual rate, since the school year is only 9 months. I'm not sure but what that would be the best way to fix the fee in order to equalize it with your Dubuque County fee. Then, of course, they'd be entitled to the same kind of service you give in Dubuque County. These are merely suggestions for you to choose from.

I am enclosing a copy of our 1953 budget askings. By way of explanation I would say that the salaries are for 5 people, figuring annual increments allowed in the salary schedule - in my own case, the third one, the first one in 2 cases, and the second one in 2 cases. The station expense item covers rent, equipment for the stations, and wages paid attendants at the rate of \$7.50 an hour. Memberships include membership of the library in ALA and ILLA. We are going to put a few magazines into each of the stations as a trial thing this next year. We are not going to try to carry them on the bookmobile.

I have not yet had time to do anything about the attorney general's office interpretations of the library law. I can't promise when I'll get to it, either; but when I do, you'll get a copy.

I believe this covers the items you enquired about in your letter. I hope it helps you. If you can bear the delays in my answering, write whenever you think I can be of help!

Sincerely,

Elizabeth B. Hage
Librarian

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